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June 25, 2007

NEW MEXICO BULLETIN NO. 230-7-3

SUBJECT: EOP – FEDERAL WOMEN’S PROGRAM MANAGER

TO: All Employees

ACTION REQUESTED BY: AUGUST 1, 2007

Purpose. To announce the Federal Women’s Program Manager Collateral Duty Assignment.

Expiration Date. September 30, 2007

The Federal Women’s Program Manager (FWPM) collateral duty assignment will become vacant in August 2007. Anyone interested in this assignment should submit a written narrative not to exceed one page, stating why you are interested and how you could benefit the program.

Collateral duty appointments are assigned for a minimum of three years and may be renewed each year thereafter, not exceeding five years.

The FWPM, using State Conservationist’s staff assistance spends 20% of his or her time on the following duties:

1. Evaluate and report the impact of recruitment, selection, placement, promotion, training, counseling, and career development policies and practices.
2. Develop and/or coordinate the development of the FWPM annual plan of operations, which is incorporated into the organizational unit’s APO.
3. Analyze and evaluate statistical reports of the workforce in areas such as awards, workforce distribution, training, attrition, under representation, and under-utilization to identify barriers to the recruitment, employment, and advancement of women, and recommend corrective action, if needed.
4. Participate as a team member/leader in the development and implementation of affirmative action program plans.
5. Conduct training and/or provide training resources for civil rights workshops, seminars, and meetings.
6. Participate, as directed, on task forces and in work teams that examine issues relative to employment concerns.
7. Serve as a local representative at state, regional, and national meetings concerned with women’s issues.

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8. Serve as a communication link between employees and the National FWPM keeping employees aware of FWP activities through memoranda, bulletins, newsletters, and other appropriate means.
9. Perform other duties related to the FWPM as identified by the DEEOO (State Conservationist), National FWPM, and FWP committees as appropriate.

The FWPM reports directly to the State Conservationist, DEEOO, on issues impacting women's issues. In addition, the FWPM serves as a member to the New Mexico Civil Rights Advisory Committee.

All applicants should submit their narrative applications through their respective supervisors and line managers to the **State Administrative Officer by August 1, 2007.**

/s/ - Steve Kadas for

DENNIS L. ALEXANDER
State Conservationist